

MONROE COUNTY

JOB DESCRIPTION

Position Title: RECEPTIONIST

Date: Nov 9, 1998

Position Level: 2

FLSA Status: Nonexempt

Class Code: 2-2

GENERAL DESCRIPTION

Primary function is to assist the visiting public of the West Martello Fort and Garden which includes answering questions regarding the history, etc.

KEY RESPONSIBILITIES

1. Answers incoming calls.*
2. Assist the public providing information and history of the grounds.*
3. Keep a record of all donations.*
4. Refer calls for functions; i.e. Weddings.*

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: RECEPTIONIST	Class Code: 2-2	Position Level: 2
-------------------------------------	------------------------	--------------------------

KEY JOB REQUIREMENTS	
<i>Education:</i>	H.S. Diploma or GED preferred.
<i>Experience:</i>	1 to 2 years.
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Standardized: Work consists of a few repetitive duties. Tasks are restricted in scope, well-defined and clearly-prescribed; standard procedures guide all work. Problems are solved by reporting them to supervisor.
<i>Decision Making:</i>	Routine: Work may occasionally involve non-standard assignments; however, the methodology is normally prescribed in detail by the immediate supervisor. There is limited opportunity for independent judgment.
<i>Communication with Others:</i>	Little or no contact required externally or internally except with immediate associates and the supervisor.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____